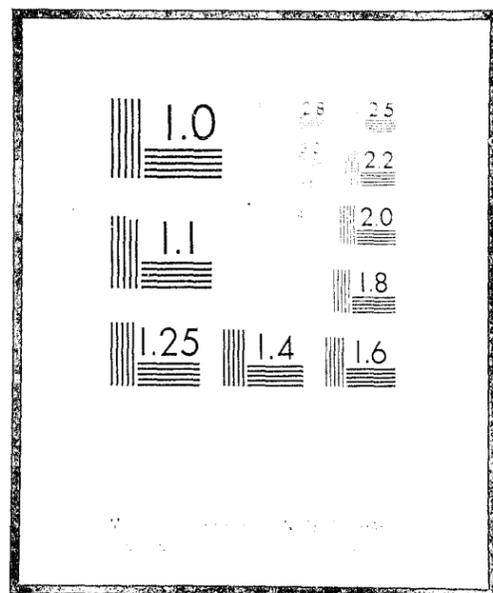


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed 4/5/76

FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

SCIENTIFIC AIDS IN CRIMINAL INVESTIGATIONS

SUGGESTIONS FOR HANDLING OF PHYSICAL EVIDENCE

Identification
Preservation
Wrapping and Packing
Transmittal

19595 c.2
(7)

* CHART TO BE USED IN SUBMITTING

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED	
		STANDARD	EVIDENCE
Abrasives, including carborundum, emery, sand, etc.	On outside of container. Type of material, date obtained, and name or initials.	Not less than one ounce.	All
Acids	Same as above	One pint	All to one pint
Adhesive tape	Same as above	Recovered roll	All
Alkalies - caustic soda, potash, ammonia, etc.	Same as above	One pint liquid One pound solid	All to one pint All to one pound
Ammunition	Same as above	Two	
Anonymous letters, extortion letters, bank robbery notes	Initial and date each document unless legal aspects or good judgment dictates otherwise.		All
Blasting caps	On outside of container. Type of material, date obtained, and name or initials.		All
Blood: 1. Liquid Known samples	Use adhesive tape on outside of test tube. Name of donor, date taken, doctor's name, name or initials of submitting Agent or officer.	1/6 ounce (5cc) collected in sterile test tube.	All
2. Drowning cases	Same as above	Two specimens: one from each side of heart.	
3. Small quantities: a. Liquid Questioned samples	On outside of container type of specimen, date secured, name or initials.		All to 1/6 ounce (5cc)
b. Dry stains Not on fabrics	On outside of container type of specimen, date secured, name or initials.		As much as possible.

* This chart is not intended to be all-inclusive. If evidence to be submitted is not found herein, consult the specimen list for an item most similar in nature and submit accordingly.

EVIDENCE TO THE FBI LABORATORY

PRESERVATION	WRAPPING AND PACKING	TRANSMITTAL	MISCELLANEOUS
None	Use containers such as pillboxes, plastic jars or plastic vials. Seal to prevent any loss.	Registered mail or RR or air express	Avoid use of envelopes.
None	Plastic or all-glass bottle. Tape in stopper. Pack in sawdust, glass, or rock wool. Use bakelite- or paraffin-lined bottle for hydrofluoric acid.	RR express only	Label acids, glass, corrosive.
None	Place on waxed paper or cellophane.	Registered mail	Do not cut, wad, or distort.
None	Plastic or glass bottle with rubber stopper held with adhesive tape.	RR express only	Label alkali, glass, corrosive.
None	Pack in cotton, soft paper, or cloth in small container. Place in wooden box.	RR express only	If standard make, usually not necessary to send. Explosive label.
Do not handle with bare hands.	Place in proper enclosure envelope and seal with "Evidence" tape or transparent cellophane tape. Flap side of envelope should show (1) wording "Enclosure (s) to Bureau from (name of submitting office)," (2) title of case, (3) brief description of contents, and (4) file number, if known. Staple to original letter of transmittal.	Registered mail	Advise if evidence should be treated for latent fingerprints.
	Should not be forwarded until advised to do so by the Laboratory. Packing instructions will be given at that time.		
Sterile tube only. NO REFRIGERANT. (Small amount of preservative and anticoagulant recommended.)	Wrap in cotton, soft paper. Place in mailing tube or suitably strong mailing carton.	Airmail, special delivery, registered	Submit immediately. Don't hold awaiting additional items for comparison.
Same as above	Same as above	Airmail, special delivery, registered	Same as above
Allow to dry thoroughly on nonporous surface.	Use container such as pillbox or plastic vial. Seal to prevent leakage.	Registered mail	Collect by using eyedropper or clean spoon, transfer to nonporous surface. Allow to dry. Avoid use of envelopes.
Keep dry.	Use container such as pillbox or plastic vial. Seal to prevent leakage.	Registered mail	

CHART TO BE USED IN SUBMITTING

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED	
		STANDARD	EVIDENCE
4. Stained clothing, fabric, etc.	Use tag or mark directly on clothes. Type of specimens, date secured, name or initials.		As found
Bullets (not cartridges)	Initials on base		All found
Cartridges	Initials on outside of case near bullet end.	Two	
Cartridge cases (shells)	Initials preferably on inside near open end or on outside near open end.		All
Charred or burned paper	On outside of container indicate fragile nature of evidence, date obtained, name or initials.		All
Checks (fraudulent)	See anonymous letters.		All
Check protector, rubber stamp and dater stamp sets, known standards Note: Send actual device when possible.	Place name or initials, date, name of make and model, etc., on sample impressions.	Obtain several copies in full word-for-word order of each questioned checkwriter impression. If unable to forward rubber stamps, prepare numerous samples with different degrees of pressure.	
Clothing	Mark directly on garment or use string tag. Type of evidence, name or initials, date.		All
Codes, ciphers, and foreign language material	As anonymous letters.		All

EVIDENCE TO THE FBI LABORATORY

PRESERVATION	WRAPPING AND PACKING	TRANSMITTAL	MISCELLANEOUS
If wet when found, dry by hanging. USE NO HEAT TO DRY. No preservative.	Each article wrapped separately and identified on outside of package. Place in strong box packed to prevent shifting of contents.	Registered mail or air or RR express	
None	Place in cotton or soft paper. Place in pill, match, or powder box. Pack to prevent shifting during transit.	Registered mail	
None	Same as above	RR express only	
None	Same as above	Registered mail	
None	Pack in rigid container between layers of cotton.	Registered mail	Added moisture, with atomizer or otherwise, not recommended.
None	See anonymous letters.	Registered mail	Advise what parts questioned or known. Furnish physical description of subject.
None	See anonymous letters or bulky evidence wrapping instructions.	Registered mail	Do not disturb inking mechanisms on printing devices.
None	Each article individually wrapped with identification written on outside of package. Place in strong container.	Registered mail or RR or air express	Leave clothing whole. Do not cut out stains. If wet, hang in room to dry before packing.
None	As anonymous letters	As anonymous letters	Furnish all background and technical information pertinent to examination.

CHART TO BE USED IN SUBMITTING

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED	
		STANDARD	EVIDENCE
Drugs: 1. Liquids	Affix label to bottle in which found including name or initials and date.		All to one pint
2. Powders, pills, and solids.	On outside of pillbox. Name or initials and date.		All to ¼ pound
Dynamite and other explosives.	Consult the FBI Laboratory and follow their telephonic or telegraphic instructions.		
Fibers	On outside of sealed container or on object to which fibers are adhering.	Entire garment or other cloth item.	All
Firearms	Attach string tag. Name of weapons, caliber, serial number, date found, name or initials. Serial number in notes.		All
Flash paper	Initials and date	One sheet	All
Fuse, safety	Attach string tag or gummed paper label, name or initials, and date.	One foot	All
Gasoline	On outside of all-metal container, label with type of material, name or initials, and date.	One quart	All to one gallon
Glass fragments	Adhesive tape on each piece. Name or initials and date on tape. Separate questioned and known.		All
Glass particles	Name or initials, date on outside of sealed container	2" piece of broken item. Separate pieces from each pane.	All
Gunpowder tests: 1. Paraffin	On outside of container. Type of material, date, and name or initials.		All
2. On cloth	Attach string tag or mark directly. Type of material, date, and name or initials.		All
Hair	On outside of container. Type of material, date, and name or initials.	Dozen or more full length hairs from different parts of head and/or body.	All

EVIDENCE TO THE FBI LABORATORY

PRESERVATION	WRAPPING AND PACKING	TRANSMITTAL	MISCELLANEOUS
None	If bottle has no stopper, transfer to glass-stoppered bottle and seal with adhesive tape.	Registered mail or RR or air express	Mark "Fragile." Determine alleged normal use of drug and if prescription, check with druggist to determine supposed ingredients.
None	Seal to prevent any loss by use of tape.	Registered mail or RR or air express	
None	Folded paper or pillbox. Seal edges and openings with tape.	Registered mail	Do not place loose in envelope.
Keep from rusting.	Wrap in paper and identify contents of package. Place in cardboard box or wooden box.	Registered mail or RR or air express	Unload all weapons before shipping.
Fireproof, vented location away from any other combustible materials. If feasible, immerse in water.	Individual polyethylene envelopes double wrapped in manila envelope. Inner wrapper sealed with paper tape.	Five sheets (8 x 10½) surface mail parcel post. Over 5 sheets telephonically consult FBI Laboratory.	Mark inner wrapper "Flash Paper Flammable."
None	Place in manila envelope, box, or suitable container.	Registered mail or RR or air express	
Fireproof container	Metal container packed in wooden box.	RR express only	
Avoid chipping.	Wrap each piece separately in cotton. Pack in strong box to prevent shifting and breakage. Identify contents.	Registered mail or RR or air express	Mark "Fragile."
None	Place in pillbox, plastic or glass vial; seal and protect against breakage.	Registered mail	Do not use envelopes.
Containers must be free of any nitrate-containing substance. Keep cool.	Wrap in waxed paper or place in sandwich bags. Lay on cotton in a substantial box. Place in a larger box packed with absorbent material.	Registered mail	Use "Fragile" label. Keep cool.
None	Place fabric flat between layers of paper and then wrap, so that no residue will be transferred or lost.	Registered mail	Avoid shaking.
None	Folded paper or pillbox. Seal edges and openings with tape.	Registered mail	Do not place loose in envelope.

CHART TO BE USED IN SUBMITTING

SPECIMEN	IDENTIFICATION	AMOUNT DESIRED	
		STANDARD	EVIDENCE
Handwriting and hand printing, known standards.	Name or initials, date, from whom obtained, and voluntary statement should be included in appropriate place.	See footnote.*	
Magnetic tape recordings.	Initials and date on tape reel and dull side of loose end of tape.	Submit original recording.	All
Matches	On outside of container. Type of material, date, and name or initials.	One to two books of paper. One full box of wood.	All
Medicines (See drugs.)			
Metal	Same as above	One pound	All to one pound
Oil	Same as above	One quart together with specifications.	All to one quart
Obliterated, eradicated, or indented writing.	See anonymous letters.		All
Organs of body	On outside of container. Victim's name, date of death, date of autopsy, name of doctor, name or initials.		All to one pound
Paint: 1. Liquid	On outside of container. Type of material, origin if known, date, name or initials.	Original unopened container up to 1 gallon if possible.	All to ¼ pint
2. Solid: (paint chips or scrapings)	Same as above	At least ½ square inch of solid, with all layers represented.	All. If on small object send object.

* Duplicate the original writing conditions as to text, speed, slant, size of paper, size of writing, type of writing instruments, etc. Do not allow suspect to see questioned writing. Give no instructions as to spelling, punctuation, etc. Remove each sample from sight as soon as completed. Suspect should fill out blank check forms in cases (FD-352). In hand printing cases, both upper- (capital) and lower-case (small) samples should be obtained. In forgery cases, obtain sample signatures of the person whose name is forged. Have writer prepare some specimens with hand not normally used. Obtain undictated handwriting when feasible.

EVIDENCE TO THE FBI LABORATORY

PRESERVATION	WRAPPING AND PACKING	TRANSMITTAL	MISCELLANEOUS
None	See anonymous letters.	Registered mail	
Avoid placing near electrical or magnetic fields, and temperature extremes (heat or cold).	Use special evidence containers available in each field office. Special evidence containers are reusable and adhesive materials should not be applied to fiberboard exterior. Containers should be wrapped separately and adhesive materials applied to outer wrapping. If magnetic tapes are too large for special evidence containers, they should be packed in sturdy cartons with a minimum of four inches of packing material surrounding all sides of tape. All special evidence containers in excess of needs should be returned to FBI Laboratory.	Registered mail or air express	Do not bend or stretch tape. Identify speed of recording and track configuration. Submit transcript of recording if applicable.
Keep away from fire.	Metal container and packed in larger package to prevent shifting. Matches in box or metal container packed to prevent friction between matches.	RR express or registered mail	"Keep away from fire" label.
Keep from rusting.	Use paper boxes or containers. Seal and use strong paper or wooden box.	Registered mail or RR or air express	Melt number, heat treatment, and other specifications of foundry if available.
Keep away from fire.	Metal container with tight screw top. Pack in strong box using excelsior or similar material.	RR express only	DO NOT USE DIRT OR SAND FOR PACKING MATERIAL.
None	See anonymous letters.	Registered mail	Advise whether bleaching or staining methods may be used. Avoid folding.
None to evidence. Dry ice in package not touching glass jars.	Plastic or all-glass containers (glass jar with glass top)	RR or air express	"Fragile" label. Keep cool. Metal top containers must not be used. Send autopsy report.
None	Friction-top paint can or large-mouth, screw-top jars. If glass, pack to prevent breakage. Use heavy corrugated paper or wooden box.	Registered mail or RR or air express	
Wrap so as to protect smear.	If small amount, round pillbox or small glass vial with screw top. Seal to prevent leakage. Envelopes not satisfactory.	Registered mail or RR or air express	Do not pack in cotton. Avoid contact with adhesive materials.

CHART TO BE USED IN SUBMITTING

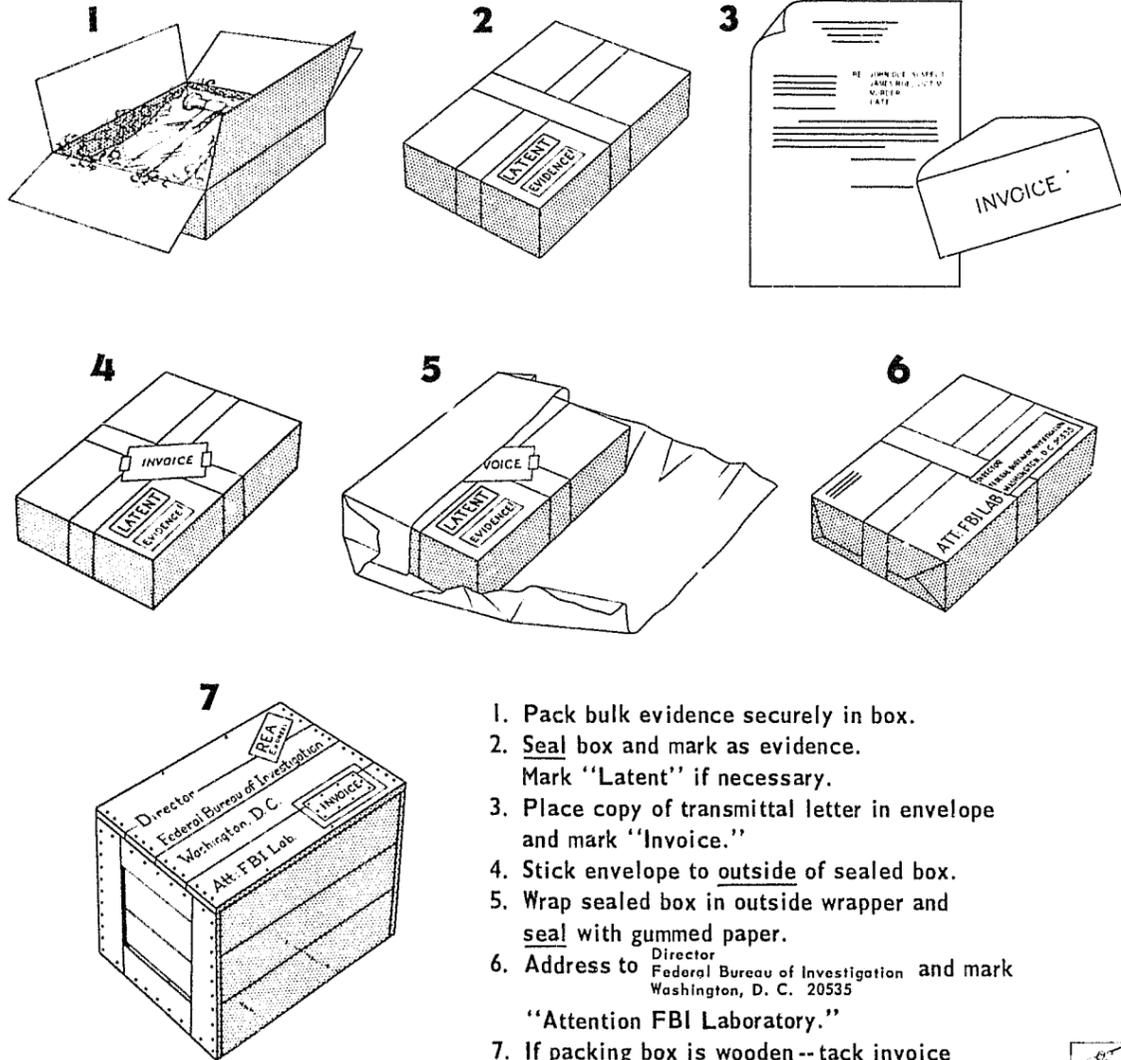
SPECIMEN	IDENTIFICATION	AMOUNT DESIRED	
		STANDARD	EVIDENCE
Plaster casts of tire treads and shoe prints.	On back before plaster hardens. Location, date, and name or initials.	Send in shoes and tires of suspects. Photographs and sample impressions are usually not suitable for comparison.	All shoe prints; entire circumference of tires.
Powder patterns (See gun-powder tests.)			
Rope, twine, and cordage.	On tag or container. Type of material, date, name or initials.	One yard	All
Safe insulation or soil.	On outside of container. Type of material, date, name or initials.	½ pound. One teacupful from each logical spot.	All to one pound
Shoe print lifts (impressions on hard surfaces).	On lifting tape or paper attached to tape. Name or initials and date.	Photograph before making lift of dust impression.	All
Tools	On tools or use string tag. Type of tool, identifying number, date, name or initials.		All
Toolmarks	On object or on tag attached to or on opposite end from where toolmarks appear. Name or initials and date.	Send in the tool. If impractical, make several impressions on similar material as evidence using entire marking area of tool.	All
Typewriting, known standards	Place name or initials, date, serial number, name of make and model, etc., on specimens.	Obtain at least one copy in full word-for-word order of questioned typewriting. Also include partial copies in light, medium, and heavy degrees of touch. Also carbon paper samples of every character on the keyboard.	
Urine or water	On outside of container. Type of material, name of subject, date taken, name or initials.	Preferably all urine voided over a period of 24 hours	All
Wire (See also toolmarks.)	On label or tag. Type of material, date, name or initials.	Three feet (Do not kink.)	All (Do not kink.)
Wood	Same as above	One foot	All

EVIDENCE TO THE FBI LABORATORY

PRESERVATION	WRAPPING AND PACKING	TRANSMITTAL	MISCELLANEOUS
Allow casts to cure (dry) before wrapping.	Wrap in paper and cover with suitable packing material to prevent breakage. Do not wrap in unventilated plastic bags.	Registered mail or RR or air express	Use "Fragile" label. Mix approximately four pounds of plaster to quart of water.
	Wrap securely.	Registered mail	
	Use containers, such as pillbox, plastic vial or plastic jar. Seal to prevent loss.	Registered mail or RR or air express	Avoid use of glass containers and envelopes.
None	Prints in dust are easily damaged. Fasten print or lift to bottom of a box so that nothing will rub against it.	Registered mail	Always rope off crime scene area until shoe prints or tire treads are located and preserved.
	Wrap each tool in paper. Use strong cardboard or wooden box with tools packed to prevent shifting.	Registered mail or RR or air express	
Cover ends bearing toolmarks with soft paper and wrap with strong paper to protect ends.	After marks have been protected, wrap in strong wrapping paper, place in strong box, and pack to prevent shifting.	Registered mail or RR or air express	
None	See anonymous letters.	Registered mail	Examine ribbon for evidence of questioned message thereon. For carbon paper samples either remove ribbon or place in stencil position.
None. Use any clean bottle with leakproof stopper.	Bottle surrounded with absorbent material to prevent breakage. Strong cardboard or wooden box.	Registered mail	
	Wrap securely.	Registered mail	Do not kink wire.
	Wrap securely.	Registered mail	

Proper Sealing of Evidence

The method shown below permits access to the invoice letter without breaking the inner seal. This allows the person entitled to receive the evidence to receive it in a sealed condition just as it was packed by the sender.



1. Pack bulk evidence securely in box.
2. Seal box and mark as evidence. Mark "Latent" if necessary.
3. Place copy of transmittal letter in envelope and mark "Invoice."
4. Stick envelope to outside of sealed box.
5. Wrap sealed box in outside wrapper and seal with gummed paper.
6. Address to ^{Director} Federal Bureau of Investigation and mark Washington, D. C. 20535 "Attention FBI Laboratory."
7. If packing box is wooden -- tack invoice envelope to top under a clear plastic cover.



END